



Above: Damage caused by cutting too close to pond.

Cutting Slopes and Around Waterways

Safe Operating Procedures

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So yet again it's time to train new staff and refresh the rest of us. Training all staff on all equipment can be daunting for both trainer and trainee. One step of starting or operating a piece of equipment missed can compromise all other safety precautions taken. It is imperative that you have a written plan for training and orienting workers. In order to train 60 summer staff in a short period of time, Oakville has devised a system which has greatly improved past practices. By designing a *Safe Operating Procedure* for every piece of equipment, the message is loud and consistent for every employee. Once reviewed, the trainer and trainee sign off that the information is acknowledged and understood. The safety of the operator and the corporation's investment in the equipment is protected. The following is an example of a *Safe Operating Procedure*.

Standard Operating Procedure. User Department: Public Works, Parks & Facilities.

WARNING!

This Safetygram is designed as a tool to be used in conjunction with the operator's manual in the safe operation of **Cutting Slopes and Around Waterways**. Further site training and experience are necessary for competent operation.

SAFE PRACTICES

- **DO NOT USE** equipment unless trained.
- If equipment is damaged or malfunctions, **DO NOT USE**. Report to your supervisor immediately.
- **DO NOT REMOVE** or circumvent any safety devices on the equipment.
- **ALWAYS WEAR** prescribed personal protective equipment.
- **FAMILIARIZE** yourself with the operating manual before use.

PERSONAL PROTECTIVE EQUIPMENT

- Safety CSA boots
- Eye protection
- Ear protection
- Gloves
- Dusk mask if desired
- Seat belt

SITE CHECK OF THE AREA TO BE CUT

When entering a park that has pond, waterway, or steep slope, always get off the mower and check the area before cutting. If you have any questions, ask your crew leader or leadhand. Never take an unnecessary risk or make a wrong guess.

OPERATING PROCEDURE

PONDS AND WATERWAYS

- When cutting around a pond or waterway, keep the drive and steering wheels back three feet from the crest of the bank.
- Drive slowly and don't make sudden changes in direction.
- Stay alert and watch for holes and debris.
- When cutting around deep water, take seat belt off.
- If you ever get stuck or in a dangerous position set the parking brake, turn off the machine and call a leadhand for assistance.

OPERATING PROCEDURE

DITCHES AND SLOPES

- When mowing a steep slope, always mow up and down the slope – never across. A good rule of thumb is if you can't back up the hill, don't cut it. Do not spin the tires trying to get up a slope. This will only damage the turf.
- Drive slowly and don't make sudden changes in direction.
- Stay alert and watch for holes and debris.
- Always wear a seatbelt.
- If you ever get stuck or in a dangerous position, set the parking brake, turn off the machine and call a leadhand for assistance.